

ULSTER UNIVERSITY

DEREGISTRATION POLICY FOR ACADEMIC YEAR 2023/24

POLICY STATEMENT:

The policy provides guidance on the procedures relating to a student's break in study either via a **leave of absence** or **complete withdrawal** and the responsibilities of the student and the faculty in completing this process. The policy also gives guidance to students in assisting them with making an informed decision, fully exploring all options and clearly stating tuition fee and funding implications that may be applicable to the student. The policy is aimed at **students** and **academic staff** and applies to **undergraduate** and **postgraduate** students that are studying on either a full-time or part-time programme.

WHAT IS DEREGISTRATION?

Deregistration is the term given to a break in study either via **leave of absence** or **complete withdrawal** from a programme of study.

Deregistering from a programme of study may have financial implications therefore all students are advised to refer to the [Tuition Fee Liability Policy](#) for further information.

Online Forms

You can complete a [Leave of Absence](#) or [Withdrawal](#) request for approval by your Course Director by using the online forms. Your request should be submitted as soon as you disengage from your studies to ensure tuition fee liability does not accumulate.

University Managed Accommodation

If you are staying in University managed accommodation, you must inform Residential Services of your intention to deregister. For further information please refer to the ['Rules of Residence'](#).

If you have a contract with a private landlord you can speak with [Student Wellbeing](#), [UUSU](#) or [Citizens Advice](#) for further advice and support.

THE DEREGISTRATION PROCESS

Seeking Advice

Deregistration from a programme of study is not a step that should be taken lightly. You should initially discuss your intention to deregister with your Course Director. Your Course Director will provide advice and guidance on a suitable way forward exploring all possibilities best suited to your individual circumstances e.g. transferring to another programme of study or deferring studies until the next academic year.

[Student Wellbeing](#) can also provide further advice and support.

Financial Implications:

Deregistering from a programme of study may have financial implications affecting:

- Tuition fees owed to the University
- Student Loan (e.g. arrears for repayment of maintenance loan);
- Ulster University Bursary
- NHS Bursary/Grant
- Other forms of Grant/Scholarship/Sponsorship

If you receive financial support as outlined above, you have a duty to inform your funding body that you have deregistered from your programme of study. **Failure to notify your funding body may result in a demand for immediate repayment of all or part of your bursary/grant/scholarship/sponsorship.**

New Students

If you are a **new** student with an intake year 2023/24, you will not be liable for any tuition fees for that academic year if you withdraw **within 14 days of completing registration or within 14 days from first day of term whichever is the latest date to allow a student a 14 day cooling off period.** After which you are liable for 25% of your tuition fees with increasing liability as the academic year continues. Please refer to the [Tuition Fee Liability Policy](#).

Returning students

If you are a **returning** student, you will be liable for **25% of your fees from the first date of term** or the corresponding amount dependent on the date of your deregistration, with increasing liability as the academic year continues. Please refer to the [Tuition Fee Liability Policy](#).

Student Visa:

Deregistration for International students with a student visa will be dealt with in accordance with the obligations of the university's student visa sponsor licence. For further information on how Leave of Absence or Withdrawal will affect your student visa, visit [Student Visa Rights and Responsibility](#) or contact the Compliance team (compliance@ulster.ac.uk) for further advice.

Information for Course Directors

In circumstances where a student is not engaging with their studies and has not followed the deregistration procedures to either take a leave of absence or to withdraw, it is the responsibility of the Course Director to notify their campus Registry Office/Student Services HQ providing the last date of engagement, defined as last date of attendance in a teaching session or assessment, whichever is the latest date to ensure update of the student record which means tuition fee liability will not accumulate.

The University's General Regulations allow faculties to deem a student to have withdrawn where the student has been **absent for a period of 4 consecutive weeks**. In these circumstances, the Course Director should contact their campus [Registry Office/ Student Services HQ](#) for further advice.

Examination Boards:

In circumstances where Registry are only made aware of a deregistration following an Examinations Board meeting, the deregistration will be recorded as the date of that meeting and the student will be liable for tuition fees up to that point in the academic year.

Extenuating Circumstances:

Requests for a retrospective leave of absence will generally not be considered, however in cases where there are clear extenuating circumstances evidenced with for example a letter from a medical professional, the Director of Student Administration will review individual case details.

Student Finance Maintenance Loan:

Full-Time NI/ROI/GB Undergraduate/PGCE/Postgraduate Taught/MPhil and MRes students may be liable for pay back of their maintenance loan as a result of their date of deregistration and this may affect future applications to the Student Loans Company.

Please see the [Tuition Fee Liability Policy](#) for full details regarding tuition fee liability.